



UNITED STATES MARINE CORPS

MARINE CORPS BASE
PSC BOX 20004
CAMP LEJEUNE, NORTH CAROLINA 28542-0004

BO 5600.3A

BADJ

10 NOV 1993

BASE ORDER 5600.3A

From: Commanding General
To: Distribution List

Subj: MARINE CORPS BASE PRINTING AND REPRODUCTION REGULATIONS

Ref: (a) MCO P5600.31G

Encl: (1) Instructions for Submitting Material to the Defense Printing Service Detachment Branch Office (DPSDBO)
(2) Schedule of Lead Time Required for Printing and Duplication of Material at the DPSDBO
(3) Instructions for Completion of DD Form 282, "DOD Printing Requisition/Order" (Extract from NAVPUBINST 5605.20B)
(4) Instructions for Completion of DD Form 844, "Requisition For Local Duplicating Service"
(5) Sample Dummy Layout Sheet, MCBCL 5602

1. Purpose. Pursuant to the reference, this Order provides revised operating procedures for effective management governing the printing, duplication, and reproduction of material for all subordinate organizations under command of Marine Corps Base, Camp Lejeune.

2. Cancellation. BO 5600.3.

3. Background. On 6 April 1992, the Base Printing Plant was redesignated and integrated into the Defense Printing Service (DPS). In so doing, cognizance over printing management has been shifted to the Base Adjutant Division, who is responsible for coordinating all printing and reproduction requests within command of Marine Corps Base.

4. Information

a. Per Sec 3, Chap 1, of the reference, the local DPSDBO will advise and provide assistance concerning all matters pertaining to publications, printing, and reprographics.

b. Enclosures (1) through (4) consist of amplifying information including detailed instructions for completion of required forms prior to submitting them to DPSDBO via the Printing Management Officer (Base Adjutant).

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c. Recommendations for improvements to the printing management program are encouraged and should be sent to the Base Printing Management Officer via local reproduction officers.

5. Summary of Revision. This Order and the reference have been rewritten in their entirety; therefore, both should be thoroughly reviewed.

6. Action

a. The Base Adjutant is assigned the responsibility for administering the printing management program within Marine Corps Base.

b. In accordance with the reference, all organizational commanders, general/special staff section heads, and independent department heads must designate (at a minimum) one person to fill the billet of local reproduction officer (preferably a staff NCO or GS-5 or above) for procurement action of any printing related to the production of Marine Corps publications (including printed forms), unless such procurement is by or through the GPO. Each local reproduction officer must attend an orientation seminar presented by the local DPSDBO. The designated local reproduction officers must be appointed in writing, with a copy to the Base Adjutant (Printing Management Officer).

c. The Printing Management Officer and local reproduction officers will be guided in their duties by the reference and this Order.

d. All printing and reproduction material must be budgeted for through appropriate individual cost account centers.

e. Each ordering activity must complete a DD Form 282 (Printing Requisition/Order) for the proper control of obligated funds for printing. Instructions for the completion of the DD 282 are contained in enclosure (3).

f. Requests for printing and reproduction must be processed via the Printing Management Office (Base Adjutant).

(1) One copy of a completed DD Form 844 must be earmarked for the Printing Management Officer.

(2) All DD Form 844's must bear the job number (to include the appropriate fund administrator/work center code) for the current fiscal year.

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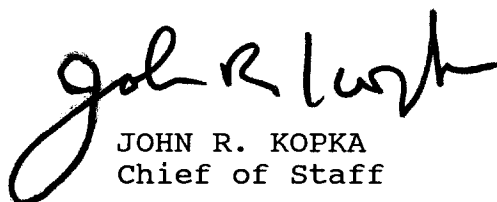
(3) Block 14 of the DD Form 844 must be signed by the local reproduction officer.

g. All printing requests consisting of five or more originals must be accompanied by a completed MCBCL Form 5602 (Dummy Layout). Enclosure (5) is a completed sample Form 5602.

h. All requests for reprographic equipment per par. 2110.b of the reference must be submitted via the Commanding General (Printing Management Officer), Marine Corps Base, Camp Lejeune, North Carolina.

7. FORMS AVAILABILITY. DD Forms 282, 844, and MCBCL Form 5602 are stocked at the Self Service Center, Base Logistics Department.

8. Concurrence. This Order has been coordinated with and concurred in by the Director, Defense Printing Service Detachment Branch Office, Camp Lejeune, North Carolina.



JOHN R. KOPKA
Chief of Staff

DISTRIBUTION: A Cat's I & II

INSTRUCTIONS FOR SUBMITTING MATERIAL TO THE DEFENSE PRINTING
SERVICE DETACHMENT BRANCH OFFICE (DPSDBO)

1. All material to be printed will be delivered to the DPSDBO per the instructions contained in this Order. All printed material will be picked up by the organization requesting the printing.
2. Material to be printed will be submitted, accompanied by DD Form 844, per enclosure (4) of this Order.
3. Material submitted to the DPSDBO for printing which is temporary in nature, for example lesson plans, will be submitted ready for photographing on 8 1/2" x 11" plain bond stock. Typing should be in 12 CPI format. Texts will be in readable manuscript form. The only permissible correction material to be used will be correction tape.
4. Manuscripts or material submitted for printing will conform to the GPO Style Manual, March 1984. Manuscripts copy will be proofread, correct, and ready for camera prior to being submitted to the DPSDBO.
5. Self-covers will be utilized on all printed matter requiring covers, except those publications specifically authorized for special covers by the Printing Management Officer or local reproduction officer. All publications requiring covers will be of a side or flat stitch design.
6. Requests for printing of classified material must be originated by or routed via the Base Classified Files Officer. The Base Classified Files Officer will provide the DPSDBO with the appropriate access authority forms for each individual authorized to deliver and pick up classified material at the DPSDBO.
7. Priority conflicts among jobs submitted to the DPSDBO from one organization will be resolved by the local reproduction officer. Priority conflicts between material submitted by two or more organizations will be resolved by the Printing Management Officer.
8. Manuals printed by the GPO for other services, readily available through normal supply channels, will be used in lieu of the costly process of rewriting and printing.
9. The DPSDBO has the capability to produce tab-type separators for printed publications. Activities having a demonstrable need for separators should furnish their own cover stock to the DPSDBO with the accompanying print request for this type service.

ENCLOSURE (1)

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10. Illustrations will not be used unless they clearly supplement or clarify the text which it supports and are certified to be functional. Activities requesting original prints containing illustrations shall furnish black and white unscreened glossy photographs of the subjects desired. Line and mechanical drawing-type illustrations can be furnished by the Training Support Division, provided sufficient specifications are furnished and sufficient time is allowed.

11. All requests for MCBCL forms must be routed through the Base Forms Control Officer (Base Adjutant) prior to being printed or reprinted.

ENCLOSURE (1)

SCHEDULE OF LEAD TIME REQUIRED FOR PRINTING AND DUPLICATION OF
MATERIAL AT THE DPSDBO

1. The below listed normal lead times are based on scheduling and completing one job. Similar jobs with same deadline dates may require increased lead time.

<u>Type of Material</u>	<u>No. of Full Working Days</u>
a. <u>Instructional Material</u>	
1-25 pages	5
25-100 pages	5
b. <u>Maps</u>	
Single color	5
c. <u>Offset Duplicating</u>	
Programs	1-5
Lesson plans, orders, bulletins, etc.	

(1) Simple Assembly. For five originals or less, assembly information may be included on DD Form 844. Jobs consisting of more than five originals will be accompanied by MCBCL Form 5602 (Dummy Layout), enclosure (5), indicating page sequence and back-up instructions. If pages are to be assembled in numerical order, without insertion of supplementary material, collation instructions will be included on MCBCL Form 5602.

(2) Complex Assembly. This will consist of duplimat runs that require the insertion of charts, sketch maps, and diagrams. Work orders for complex assembly will be accompanied by a dummy indicating the page, section, sequence, and the location of supplementary material (maps and charts).

(3) Supplementary Material. Maps, charts, overlays, to accompany multilith work will be requisitioned from the DPSDBO in advance to ensure its completion prior to printing of the completed lesson plans. Supplementary material will be stored in the DPSDBO, collated, and/or delivered with finished job. Explicit instructions must accompany the originals to ensure that this material is included in the appropriate place in the finished material.

ENCLOSURE (2)

INSTRUCTIONS FOR COMPLETION OF DD FORM 282, "DOD PRINTING/
REQUISITION ORDER" (EXTRACT FROM NAVPUBINST 5605.20B)

GENERAL INFORMATION (BLOCKS 1-16)

1. CLASSIFICATION:

Security classification of material to be printed must be placed here. If unclassified, Leave Blank. If classified, specify highest degree of classification.

2. REQUISITION NO:

Ordering activity office control or obligation of funds number. The Standard Navy Document Number (SDN), in accordance with NAVCOMPTINST 7300.99 (series) must be used by Navy and Marine Corps activities. Accuracy of these numbers is critical. Local NPPS representatives review the DD 282 for inclusion of this 15 digit number at the time the DD282 is accepted. See the following example: SDN - N6313581PT00001

N - Navy
63135 - Activity Unit Identification Code
81 - Fiscal Year
PT - Printing Code
00001 - 5 Digit activity sequential
 numbering system

Non Navy activities are encouraged to use a requisition number equivalent to the 15 digit Navy Standard Document Number.

3. DATE OF REQUEST:

Date the ordering activity submits the DD282 to the local NPPS.

4. REQUESTED DELIVERY:

DO NOT LEAVE BLANK. Indicate the date delivery is required. An additional annotation of URGENT above the requested delivery date on the DD282 should be used only when the urgency is demonstrable.

The requested delivery date and provisions for overtime requirements are negotiable with the NPPS. DO NOT use designations such as RUSH, ASAP.

5. ESTIMATED COST:

LEAVE BLANK.

6. FOR REFERENCE CONSULT:

Indicate the name and telephone number of the person who has full knowledge of the job at the ordering activity. This person is usually assigned contact representative duties at the ordering activity.

7. APPROPRIATION/FUNDING LINE:

Enter complete and accurate authorized appropriation/funding data. The customer activity is responsible for the accuracy of this line of accounting data. NPPS representatives will review this information at the time the DD282 is accepted.

7A. BASIC REQ. NO:

Leave blank, except when the DD282 is used as the subsequent print order against an open requisition.

7B. AMOUNT:

The amount in this block represents the dollar amount authorized and inserted by the customer for a specific print order. This dollar amount is entered on the customer's accounting record as an obligation. NPPS representatives will ensure that this amount is sufficient to cover the NPPS estimated cost of the job. In the absence of any restrictive statement on the customer's part as outlined in paragraph 022072-5 of the NAVCOMPT Manual, the NPSS may exceed this amount by \$500.00 or 5% whichever is lesser without customer approval. NPPS representatives must obtain customer approval, prior to printing if estimated costs exceed these amounts. The DD282 is an authorized obligating document.

NOTE: Information concerning the local NPPS plant job number, scheduled completion date and estimated cost will be returned promptly to the customer for obligation purposes.

8. FORM/PUBLICATION NO. AND TITLE:

Enter the complete form or publication number and title, include the issue or revision date. Full, short or acronym titles can be added for clarity. DO NOT LIST CLASSIFIED TITLES. When applicable, the Transportation Account Code (TAC) is to be placed in the right hand column of this block. Activity TAC's are listed in DoD Regulation 4500.32R, Vol. II (MILSTAMP).

ENCLOSURE (3)

9. QUANTITY:

Enter total number of forms or publications to be produced, be sure to indicate appropriate unit quantity; "sheets" for single sheet forms; "sets" for multiple-part forms; "each" or "books" for publications, etc.

10. PAGES:

Enter the total number of pages, manuscript copy, camera ready copy, or negatives, etc., submitted for production. A form or publication printed on two sides is considered to be two pages.

11. QUANTITY WILL LAST:

Leave blank on one-time orders. On recurring orders insert the number of months the requested printing quantity is expected to last.

Normally a six month supply of forms is requested.

12. JOB TO BE REPRINTED:

Check appropriate box. This entry aids in the selection of a production process and in determining the disposition of materials used in the process.

13. JOB IS:

Check appropriate box to indicate if job is a first run (new), revised (changed copy of previously printed material), or a reprint (facsimile, re-run of previously produced material). In some instances the local NPPS offices hold negative and printing plate files of jobs which have been printed. When applicable, existing negatives and plates will be used.

14. LAST JOB NO:

If the job is a reprint or a revision, enter the local NPPS job number assigned to the previous order. Inclusion of this number expedites location of previous production materials that may be stored by the NPPS.

15. ENCLOSURES:

Specify in the appropriate block the number of manuscript pages or camera ready pages, negatives, plates, photos, slides, foldouts, viewgraphs, running sheets/pagination guide or any other materials submitted with the DD282. This aids the NPPS in keeping all parts of the job together. This block may be used as a double check for page count on classified material, or as a summary of materials when a combination of manuscript pages, camera ready copy, negatives or other material is furnished.

16. PROOFS:

Enter the address where proofs are to be mailed/delivered. Specify only when proofs are actually required. DO NOT REQUEST PROOFS ON A REPRINT.

SPECIFICATIONS (BLOCKS 17-27)

17. FINISHED SIZE:

This is the final trim size of the product requested. The width (left to right) is stated first, the depth (top to bottom) is stated last. For example 8½" x 11".

18. MARGINS:

Forms or publications. Enter the margin for the finished product. For the top specify distance from the top of the sheet to the top of the first letter or rule. For the left margin specify the distance from the left side of the sheet to the closest letter or rule.

19. INK:

Specify the color of ink to be used ONLY if other than black is required. Use of several colors is expensive. Justification is required for the use of two or more colors.

20. FOLD TO:

Enter the folded size of the finished product. Specify the width first then the length. When a foldout is requested submit a fold dummy or specific written specifications with the DD282.

21. PRINT:

Check appropriate box. For two-sided printing other than head-to-head or head-to-foot, be sure to submit a sample or dummy for the NPPS to follow. Other than for the printing of forms, printing on both sides of the paper is standard. Use of one-side only printing is discouraged.

22. ASSEMBLY/COLLATION:

This section should be checked when you have multiple page forms or publications that must be assembled in sets or by page number.

a. Forms: When assembly is required, check applicable box. If assembly is not required, leave blank.

b. Publications: Single folded sheet type, leave blank, provide a running sheet/pagination guide or dummy sample with page sequence properly marked.

c. Publications: Multiple sheet type. Publications requiring assembly, check applicable box and submit a

publications running sheet/pagination guide with the DD282. Running sheets/pagination guides are used in determining sequence of front and back pages during the production and assembly process.

Supplies of running sheets/pagination guides and instruction in the preparation of the forms may be obtained from the local NPPS.

23. WIRE STITCH:

Check appropriate boxes for stapling, hole punching/drilling, wire stitch, perforating/scoring, or padding. Fill in all applicable blocks. When needed for clarity, provide a sample or dummy to illustrate requirements. Use of prong fasteners (ACCO) is discouraged because of increased cost. Check only when absolutely necessary.

24. COMPOSING/PROCESSING:

Leave blank unless there are special requirements. The method of processing is generally left to the discretion of the NPPS.

25. WRAP:

Unless there are requirements for a specific number of publications or forms to be wrapped per package, enter the word "suitable".

26. GRADE OF PAPER-WEIGHT-COLOR:

In addition to specifying only JCP approved papers, every effort should be made to utilize locally stocked and recommended items. Guidance may be obtained from the local NPPS.

27. DISPOSITION OF:

a. If a job is to be reprinted and an activity form or publication number has been assigned, negatives and original copy will usually be returned to the requesting activity for subsequent printings.

b. In some instances negatives and originals may be held for reuse by the local NPPS.

c. In all other instances, negatives and original copy may be destroyed unless originating activity specifically requests that they be returned.

d. Check with the local NPPS for specific guidance in this area.

28. SPECIAL INSTRUCTIONS/REMARKS (BLOCK 28)

Used to provide any additional information, such as registration that may be required, or to clarify any other entry on the form. When forms or publications are to be serially numbered, use this block and indicate the starting number.

DELIVERY/DISTRIBUTION/BILLING (BLOCKS 25-35)

29. DELIVER TO:

Be sure to include complete delivery address, include building name, number, street address, organization code in order to ensure prompt and accurate delivery.

30. DISTRIBUTION REQUIRED:

When distribution is to multiple addressees, include a separate distribution list of addressees, typed mailing labels, and quantities required per addressee. Check appropriate block if distribution lists or labels are attached to the requisition.

31. WILL PICK-UP-PLEASE NOTIFY:

When pickup is desired, check "HOLD" box and give full name and telephone number of the person to be notified when material is ready.

32. MATERIAL RECEIVED:

LEAVE BLANK. Block is used for customer signature when printed material is received/delivered.

33. ORDERING OFFICE AND LIAISON OFFICE APPROVAL BLOCKS:

For customer use. May be used for activity internal control purposes.

34. APPROVING OFFICE:

DD282 MUST BE SIGNED AND DATED prior to forwarding to the local NPPS. DD282 must be signed by an authorized representative of the ordering activity.

35. SEND CONFIRMATION/BILLING COPY TO:

Enter the official mailing address of the activity to be billed for this requisition. Include building name, number, street address, and organization code for the complete activity address.

ENCLOSURE (3)

DOD PRINTING REQUISITION/ORDER		CLASSIFICATION 1 <small>(Requisition automatically becomes "UNCL" when detached from classified material.)</small>				FOR PLANT USE <div style="border: 1px solid black; border-radius: 50%; width: 100px; height: 30px; margin: 0 auto; text-align: center; line-height: 30px;">FOR PLANT USE</div>					
REQUISITION NO. 2		DATE OF REQUEST 3		REQUESTED DEL'Y 4		EST. COST 5					
FOR REFERENCE CONSULT 6						PHONE					
Appropriation and Subhead 7		Object Class	Bureau Control No.	Sub-allot.	Authorization Acct'g Act'y	Trans Type	Property Acct'g Act'y				
						Cost Code	FUNDING AUTHORIZATION				
							BASIC REQN NO. 7A				
							AMOUNT 7B				
FORM/PUBLICATION NO. AND TITLE (In that order) 8											
QTY. (Specify whts, accts, etc.) 9		PAGES 10	QTY. WILL LAST 11 MOS.		JOB TO BE REPRINTED <input type="checkbox"/> YES 12 <input type="checkbox"/> NO		JOB IS <input type="checkbox"/> NEW 13 <input type="checkbox"/> REVISED <input type="checkbox"/> A REPRINT				
ENCLOSURES (Submit clean, well protected copy) 15 PAGES COPY		NEGATIVES		PLATES		PROOFS (Specify only if necessary) <input type="checkbox"/> NOT REQ'D <input type="checkbox"/> SEND TO: 16					
SPECIFICATIONS	FINISHED SIZE 17 X		MARGINS (Top) 18		INK (If not black) 19		GRADE OF PAPER*				
	FOLD TO (Size) 20 X		PRINT <input type="checkbox"/> ONE SIDE 21 <input type="checkbox"/> HEAD TO HEAD <input type="checkbox"/> HEAD TO FOOT <input type="checkbox"/> OTHER (See Copy Attached)				WEIGHT*				
	ASSEMBLE <input type="checkbox"/> IN SETS 22 <input type="checkbox"/> PAGE SEQ.		WIRE STITCH (Staple) Number Stitches 23 <input type="checkbox"/> UPPER LEFT <input type="checkbox"/> TOP <input type="checkbox"/> OTHER (Specify)				COLOR*				
	STANDARD PUNCH (Drill) <input type="checkbox"/> 2-HOLE TOP 24 <input type="checkbox"/> 3-HOLE LEFT		OTHER (Number) 25 (Diameter) (Ctn. to ctn.) (Location)								
	PERFORATE/SCORE <input type="checkbox"/> SEE COPY 26		PAD 27 SHTS SETS <input type="checkbox"/> TOP <input type="checkbox"/> LEFT		PRONG FASTENERS 28 <input type="checkbox"/> YES <input type="checkbox"/> NO						
	COMPOSING/PROCESSING (Prepare letter copy; forobit, offset, etc.) 29		WRAP (No. per pgs) 30		DISPOSITION OF NEGS. _____ ORIG. _____ 31						
FOR PLANT USE ONLY				SPECIAL INSTRUCTIONS/REMARKS							
<div style="border: 1px solid black; border-radius: 50%; width: 150px; height: 150px; margin: 0 auto; text-align: center; line-height: 150px;">FOR PLANT USE</div>				SERIAL NUMBERING, REGISTRATION, ETC. 32							
ORDERING OFFICE (If other than delivery address) 33				DELIVER TO (Complete address)							
LIAISON OFFICE APPROVAL (Signature and date) 34				35							
APPROVING OFFICE (Signature and date) 36											
SEND CONFIRMATION/BILLING COPY TO (Insert complete mailing address)											
				DISTRIBUTION REQUIRED <input type="checkbox"/> LIST <input type="checkbox"/> LABELS 37 ATTACHED							
				WILL PICK UP - PLEASE NOTIFY <input type="checkbox"/> HOLD 38							
				MATERIAL RECEIVED (Sign with name) 39							

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INSTRUCTIONS FOR COMPLETION OF DD FORM 844, "REQUISITION FOR
LOCAL DUPLICATING SERVICE"

REQUISITION FOR LOCAL DUPLICATING SERVICE			DATE OF REQUEST	DATE REQUIRED	JOB NUMBER
TO:			FROM: (Organization and room number)		
1. FOR REFERENCE CONSULT (Name and Phone No.)			3a. DELIVER TO		
2. DESCRIPTION (Title, form number, etc.)			b. NAME AND PHONE NUMBER OF PERSON TO CALL IF TO BE PICKED UP		
4. NO. OF ORIGINALS	5. NO. COPIES EACH	6. TYPE OF REPRODUCTION <input type="checkbox"/> OFF-SET <input type="checkbox"/> MIMED <input type="checkbox"/> OTHER (Specify)	7. SECURITY CLASSIFICATION <input type="checkbox"/> UNCLASSIFIED <input type="checkbox"/> OTHER	8. DISPOSITION OF ORIGINALS <input type="checkbox"/> RETURN <input type="checkbox"/> DESTROY	
9. PAPER SPECIFICATIONS <input type="checkbox"/> OFFSET DUPLICATION <input type="checkbox"/> SPIRIT DUPLICATION <input type="checkbox"/> OTHER (Specify) <input type="checkbox"/> 8 x 10 1/4 <input type="checkbox"/> 8 x 12 1/4 <input type="checkbox"/> 8 1/2 x 14 <input type="checkbox"/> OTHER (Specify) <input type="checkbox"/> WHITE <input type="checkbox"/> OTHER (Specify)			11. PRINT <input type="checkbox"/> 1 SIDE <input type="checkbox"/> H TO H <input type="checkbox"/> H TO F <input type="checkbox"/> HEAD TO <input type="checkbox"/> L <input type="checkbox"/> R		12. COLLATE <input type="checkbox"/> YES <input type="checkbox"/> NO STAPLE <input type="checkbox"/> YES <input type="checkbox"/> NO
10. COLOR INK <input type="checkbox"/> BLACK <input type="checkbox"/> OTHER			14. SIGNATURE OF REQUESTER (This requisition contains no copyrighted material other than that indicated on attached copy right release)		
13. ADDITIONAL SPECIFICATIONS (including distribution, padding, location of staples, etc.)			15. SIGNATURE OF APPROVING OFFICIAL		
FOR REPRODUCTION UNIT USE ONLY					
16. DATE RECEIVED	17. PRIORITY	18. OPERATOR		22. DATE REQUESTER NOTIFIED JOB IS COMPLETE	
19. NO. OF COPIES REPRODUCED	20. DATE DELIVERED	21. JOB RECEIVED BY			

DD FORM 844 1 OCT 78 PREVIOUS EDITION WILL BE USED

*U.S.GPO:1988-0-505-007/66758

S/N 0102-LF-000-8440

COPIES NECESSARY: For duplication work by the DPSDBO, two copies are required (One copy for DPSDBO, and one copy for the Base Printing Management Office).

DATE OF REQUEST: Date work request is originated.

DATE REQUIRED: Date completed work is needed. (For instructional work to be done by the DPSDBO, allow time for collating, binding, etc.).

JOB NUMBER: Use local Fund Administrator/Work Center with fiscal year and printing order number in sequence, i.e., "10-13/94-0001".

FROM: Full title of requesting organization.

TO: Duplicating Agency.

1. FOR REFERENCE CONSULT: Name and telephone number of person to be consulted on all matters relating to the desired work.

2. DESCRIPTION: Full descriptive title of work desired. DD Form 844 will be used to request reproduction of MCBCL forms.

ENCLOSURE (4)

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3a. DELIVER TO: Organization/activity completed work is to be delivered to by Base Guard Mail.

3b. NAME AND PHONE NUMBER OF PERSON TO CALL IF TO BE PICKED UP: Check this box and indicate telephone number and person to be called for completed work.

4. NO. OF ORIGINALS: Total number of originals or masters.

5. NO. COPIES EACH: Total number of copies of each original.

6. TYPE OF REPRODUCTION: Indicate type reproduction desired.

7. SECURITY CLASSIFICATION: Official security classification: Secret, Confidential, etc.

8. DISPOSITION OF ORIGINALS: Indicate desired disposition of original copy.

The DPSDBO will return or destroy originals after printing. They will NOT be held on file.

9. PAPER SPECIFICATIONS: Indicate kind, size, and color. (Examples: Bond, 3 x 10 1/2, white).

10. COLOR INK: Indicate one color only.

11. PRINT: Check one or more:

One side - Means printed one side of sheet only.

Head to Head - Means printed both sides with both headings at top sheet.

Head to Foot - Means printed both sides with one heading at top and other at bottom.

Head to Left or Right - Check if heading is desired left or right of page. This is generally for forms and illustrations turned sideways on sheet.

12. COLLATE/STAPLE: If stapling is desired, indicate "top," "side."

The DPSDBO will staple only if collating is accomplished.

13. ADDITIONAL SPECIFICATIONS: This space is for any additional information or request not covered above. Examples:

ENCLOSURE (4)

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For five pages or less, assembly information may be included in this space. Jobs consisting of more than five pages will be accompanied by MCBCL Form 5602 attached, indicating page sequence and instructions. If pages are to be assembled in numerical order, without insertion of supplementary material, collation instructions will be included on MCBCL FORM 5602.

14. SIGNATURE OF REQUESTOR: Signed by person initiating request, or approving supervisor.

15. SIGNATURE OF APPROVING OFFICIAL: To be signed by appropriate printing/reproduction management official.

16. BOXES 16 THROUGH 21: These boxes are for use by the DPSDBO only and will be left blank by the originator.

ENCLOSURE (4)

ENCLOSURE (5)